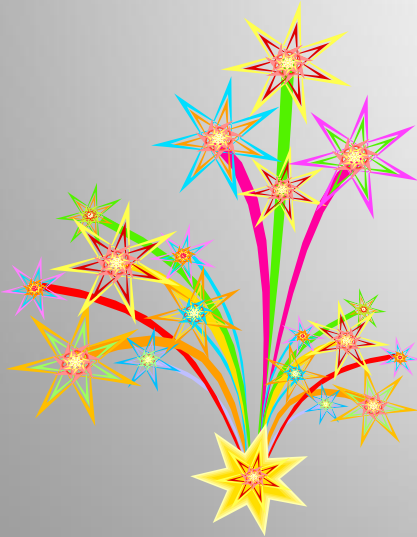


Bureau of Fire Services

Consumer Fireworks Certificate Transfer Process



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- This slideshow will specifically review the ownership and location transfer process. If you need assistance creating an account, submitting an application, or making a Certificate fee payment, please refer to the other presentations which we have posted on our webpage: www.michigan.gov/bfs



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- Ownership Transfers can be done at any time.
- Location Transfers must be submitted online no later than June 1.
- Ownership transfers must be applied for online by the new owner.
- Ownership Transfers require a BFS-401 form that is signed by both parties and notarized.
- Location Transfers require a BFS-407 form.
- There is a \$25 fee for either transfer.

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- First go to www.michigan.gov/bfs and click on 'Fireworks' in the menu on the left side or on the marquee.

LARA > LICENSING & REGULATION > FIRE SERVICES


Welcome to the Bureau of Fire Services

Mission Statement
To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

Vision Statement
The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the State of Michigan.

Customer Friendly, Fire and Life Safety Driven

Fireworks Program



Fireworks Program
The Fireworks Program regulates the sale and use of consumer-grade fireworks in the state of Michigan as outlined in Public Act 256 of 2011.

Navigation: < > ■ ■ ■ ■ ■ ■ ■ ■

Left Sidebar Menu:

- All About LARA
- Agencies, Bureaus & Commissions
- Employment Security and Workplace Safety
- Licensing & Regulation
- Construction Codes
- Corporations, Securities & Commercial Licensing
- Fire Services**
- State Fire Marshal
- NFIRS
- Fire Fighter Training Division
- Fireworks**
- Health Care CMS Medicare/Medicaid

Fireworks: What You Need to Know

- Fireworks General Safety Rules - Effective March 20, 2014 [PDF](#)
- Consumer Fireworks Application and Low Impact Fireworks Registration**
- Fireworks Safety Fee Payment Schedule [PDF](#)
- FAQ's for Fireworks [PDF](#)
- Fireworks Plan Submittal Guidelines [PDF](#)
- Consumer Fireworks BFS-BCC Guideline [PDF](#)
- Michigan Fireworks Safety Act No. 256

- Next click on the "Consumer Fireworks Application and Low Impact Fireworks Registration" link

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- Scroll to the bottom of the page to log in. If you do not have an account, please see our other presentation for help creating an account. If you have an account from previous years you may use that again this year.

The MyLicense program is used for the application process for Consumer Fireworks Applications. If you have never used MyLicense please click on the "Create a New Account" link on the upper left of this page to create your user name and password.

NOTE: For **each** retail sales location you must have an individual Low Impact Registration Number or Consumers Certificate Number or both if you are offering both types for sale.

If you are a current certificate holder or have a pending application, please enter your user name and password.

The payments page might not work with a particular web browser. Should a problem arise during the payment process, please log in again using a different web browser."

User ID

Password

If you've forgotten your User Name and/or Password click [here](#) to search for your User Name and reset your password.

Login



Bureau of Fire Services



Menu

Consumer Fireworks
Certificate Application/Name
Transfer Application

Pay Fireworks Safety Fees

Mailing/Contact Address
Update

Logout

- Next, click on the transfer application link (this is the same link that was used when applying for the certificate originally).

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When you get to this page, click on the following options:

- Statute – (Choose Fireworks Safety Act)
- Certificate Type – (Choose Ownership or Location Transfer)
- Payment Method – (Choose By mail or online)

Consumer Fireworks Certificate Application/Name Transfer Application

The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.

Please select the type of certificate you wish to apply for:

Statute:

Certificate Type:

Payment Method:



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After clicking on the “Agree” button you will see the “Apply for a Transfer of a Certificate” page. Please read all the information on this page before continuing.

Apply for Ownership Transfer

The online transfer application must be completed by June 1. There are no exceptions to this due date.

There is a \$25 fee associated with Ownership transfers that may be paid online or by mail. If the fee is paid by mail, required documents must be mailed with it. If the fee is paid online, required documents may be mailed, emailed, or faxed. Remember to write the new transfer number and the certificate number on all documents that are submitted

Please ensure that you are applying for the correct transfer type: ownership transfers change the certificate holder's name and do not change the retail sales address. Location transfers change the retail sales address and do not change the certificate holder's name.

Ownership transfers forms require the signature of both the original certificate holder and the new applicant and a notary must witness these signatures. The form is available on the Required Documents page and you will be asked to print it off.

Once the transfer is approved, the new certificate holder will become responsible for submitting Safety Fee Sales Reports and being in compliance. They will become subject to all rules and regulations that the previous owner was responsible for. Documents and payment may be mailed to:

Department of Licensing and Regulatory Affairs
Bureau of Fire Services,
P.O. Box 30642
525 W Aleegan
Lansing, MI 48909

[Continue to Next Step](#)



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Next you will see the Questionnaire page. Fill out the questionnaire and click submit.

Transfer Application Questionnaire

Complete the following questions.

Question	Answer
1) Is the applicant a sole proprietorship? If NO, Enter your Federal Taxpayer Identification Number below, If YES proceed to question 3.	<input type="text" value="Please Choose"/>
2) Federal Taxpayer Identification Number:	<input type="text"/>
3) What is your current Michigan Sales Tax License Number?	<input type="text"/>
4) What is your current Michigan Sales Tax License Expiration Date? format (mm/dd/yyyy)	<input type="text"/>
5) Certificate Number for Ownership Transfer	<input type="text"/>
6) Original Certificate Owner Name	<input type="text"/>
7) The amount of consumer fireworks on hand determines many safety code requirements. The exempt amount is 500 pounds gross weight of packaged fireworks. Refer to Section 7.3.1 of NFPA 1124, 2006 edition for further details. Is the amount of consumer fireworks on hand/on display under the exempt amount?	<input type="text" value="Please Choose"/>
8) At what address will you be storing fireworks? (street, city, zip)	<input type="text"/>
9) In which city, township or village will your retail sales be located?	<input type="text"/>

10) Have you been sentenced for a felony conviction within the preceding 5 years? Per PA 256 of 2011, Section 28.468b, applicants who answer yes will not be issued a Consumer Certificate.

11) Have you ever been convicted of a felony involving theft, fraud, or arson? Per PA 256 of 2011, Section 28.468b, applicants who answer yes will not be issued a Consumer Certificate.

12) Per Fire Safety Rule 29.2914 Consumer Fireworks shall not be sold prior to inspection unless the applicant attests to complete compliance of Section 5 of PA Act 256 of 2011, NFPA 1124 Section 7, and all Fireworks Safety General Rules.

Do you attest to compliance prior to inspection and start of any retail sales?

If you answer Yes; you may start selling once you receive the Certificate, prior to inspection. You will be assuming responsibility for compliance and be subject to possible civil fines and/or misdemeanor charges as described in PA 256 of 2011 and the current Fireworks Safety General Rules. Both are posted on the Fireworks Program home page.

If you answer No; you may NOT start selling until you have received the Certificate and an approved inspection report.



CUSTOMER DRIVEN. BUSINESS MINDED.

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The next page to come up you will find a required documents link. These documents should be printed and kept with your records.

The Consumer Certificate Guidelines will include a recap of the information that you have read during this application process. It will also include the certificate number issued to you for this application. All documents submitted to the Bureau of Fire Services must include that certificate number written at the top of each page. To print the documents click the following link: [print Consumer Certificate Guidelines pages.](#)

These documents are for your records for reference at a later date, and you are responsible for knowing and applying the information provided in these pages.

Required documents to be submitted:

1. Copy of current Michigan Sales Tax License
2. Payment verification (if paying online) or check or money order (if paying by mail).
3. Plans (if applicable, see [Fireworks General Safety Rules](#))
4. Low impact registration number if you will also be selling low impact fireworks.

Please mail required documents and payment (if you are paying by check) to:

Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Consumer Fireworks Certificate Processing
P.O Box 30642
525 W Allegan Street
Lansing, MI 48909

If you paid online, you may mail the documents, email them to fireworks@michigan.gov or fax to 517-332-1427

Failure to follow requirements as presented here will cause your application to be denied. After receiving a denial, you then have 45 days to correct any errors. Please refer to PA 256 of 2011 Section 28.454.



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Review your summary here. If you need to correct an entry click on the link to that page on the left of the screen. Click on the “Pay and Submit” button if no changes need to be made.

Transfer Application Summary

Your application is summarized below. Please review the information carefully for accuracy and print a copy for your records.

You can go back to any step in the process by clicking on it's link on the left. Click the Finish link to return to this page.

When all application information is accurate click the **"Pay Fees and Submit"** button to complete your application. Failure to do so will keep your application from being processed.

By submitting this application, applicants acknowledge that they will adhere to and be subject to the applicable administrative rules promulgated by the Department under Section 20 of the Michigan Fireworks Safety Act, Public Act 256 of 2011, being MCL 28.470.

Pay and Submit

Retail Sales Location Address

Certificate Summary



Bureau of Fire Services



- If you elected to pay for the transfer fee online, you may email the required documents to fireworks@michigan.gov, fax them to 517-332-1428, or mail to:

Department of Licensing and Regulatory Affairs

Bureau of Fire Services

Consumer Fireworks Certificate Processing

PO Box 30700

Lansing, MI 48909

NOTE: Do not send payments of any kind to this address. Sending a payment to this PO Box will significantly delay the process. Please see the next slide for information about submitting a payment by mail.



Bureau of Fire Services



If you elected to submit the transfer fee by mail, please mail the payment as well as your required documents to:

*Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Consumer Fireworks Certificate Processing
PO Box 30642
Lansing, MI 48909*

If you want to send an overnight delivery, you may do so using the address below:

*Department of Licensing and Regulatory Affairs
Bureau of Fire Services
525 W. Allegan St.
Lansing, MI 48909*



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- There are two different forms depending on which type of transfer is being done. Both must be signed and notarized. To find them, go to www.michigan.gov/bfs and click on 'Fireworks' in the menu on the left side. Scroll down to "Forms and Services" and they are both there.

Fireworks: What You Need to Know	Forms and Services
<ul style="list-style-type: none">Fireworks General Safety Rules - Effective March 20, 2014 PDFConsumer Fireworks Application and Low Impact Fireworks RegistrationFireworks Safety Fee Payment Schedule PDFFAQ's for Fireworks PDFFireworks Plan Submittal Guidelines PDFConsumer Fireworks BFS-BCC Guideline PDFMichigan Fireworks Safety Act No. 256	<ul style="list-style-type: none">Fireworks Citation Civil Fine Online Payments PDFTransfer of Location for Consumer Fireworks Certificate BFS-407 PDFTransfer of Ownership Affidavit for Consumer Fireworks Certificate BFS-401 PDFFireworks Refund Request BFS-400 PDFFireworks Written Notice of Cancellation Request BFS-408 PDFRetailers Fireworks Sales Report and Safety Fee Payment Form BFS-402 XLSConsumer Fireworks Certificate SearchLow Impact Fireworks Registration SearchFireworks Complaint Hotline



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- Please review both forms carefully to familiarize yourself with the rules and ensure that you choose the correct one. Please submit this document along with payment (if paid by check). If you paid online, you can scan and email this document or mail it.

Fireworks Transfer of Location for Consumer Fireworks Certificate

Print Form

Department of Licensing & Regulatory Affairs
Bureau of Fire Services, PO BOX 30700, Lansing, MI 48909
Phone: (517) 241-8847 - Fax: (517) 332-1427 - Email: Fireworks@michigan.gov

I, , am requesting a location
(print or type full name of certificate holder)
transfer of Consumer Certificate number
(enter Certificate Number)
from
(print or type original location address for retail sales)
to effective on
(print or type new location address for retail sales) (enter effective date)

TRANSFER APPLICATION DEADLINE: JUNE 1ST

Please include the transfer number here 2014-T

Fireworks Safety General Rules

R 29.2906 Transfer of certificate.

Fireworks Transfer of Ownership Affidavit for Consumer Fireworks Certificate

Print Form

Department of Licensing & Regulatory Affairs
Bureau of Fire Services, PO BOX 30700, Lansing, MI 48909
Phone: (517) 241-8847 - Fax: (517) 332-1427 - Email: Fireworks@michigan.gov

I, agree to transfer ownership of
(print or type full name of original certificate holder)
consumer fireworks certificate number
(print or type full certificate number)
to effective on
(print or type full name of new certificate holder)

Please enter the last 5-digits of the transfer
number here (2015-Txxxxx)

Fireworks Safety General Rules:



CUSTOMER DRIVEN. BUSINESS MINDED.

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- If you have any questions, please refer to our other presentations (www.michigan.gov/bfs) or email fireworks@michigan.gov
- We can also be reached by calling 517-373-7441
- **Due to the high volume of calls, sending an email will ensure the quickest and most effective response. We will not always be available to answer phone calls. Our goal is to reply to your messages within 24 hours.**

